GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.

For a great introduction to Kahua, please visit the **eLearning Video Library.**

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Welcome, Introduction, Navigation, and Communications	Welcome, review of user interface components, including app bar, project navigation, opening apps, list, detail and split views, setting up the user profile, Project Title Bar, Getting Started page, and Communications app.	Tue 11/8/22	11:00 AM ET	60 min	All GSA Kahua Users All External Vendors Customers
Projects App and Project Directory	Project Navigation, Project Types Overview and Rules, manual project creation, work with project data and processes. We will also cover various integrations and how they will affect project data (Buildings, Leases, Agency Bureau, IRIS Work Items, and RETA Work Requests will be covered during this session). Adding project team members to the project using the Project Directory app.	Tue 11/8/22	12:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition
Milestones and Schedules	Discuss the differences between Milestones and Schedules. Discuss how Milestones are created based on Project Templates, interact with other systems and how they are managed and updated. Discuss how Schedules are created based on Project Templates and how they are managed and updated.	Tue 11/8/22	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Portfolio Acquisition External Vendors
Estimates, Funding, and Work Breakdown	Create a Uniformat Planning Estimate. Discuss how Estimates are created and integrated from IRIS and RETA. Use the Work Breakdown to review how the newly created Estimate affects the project health report.	Wed 11/9/22	11:00 AM ET	60 min	ODC and Leasing PMs Portfolio
RFIs, Packaged Submittals, and Media Manager	Create, submit, and respond to an RFI. Create Submittals and Submittal Packages. This course will also cover the use of the Media Manager app.	Wed 11/9/22	12:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
Daily Reports, Field Observations, and Safety	Create and share daily reports. Create and share field observations. Initiate a Safety document.	Wed 11/9/22	2:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors Customers

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Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
File Manager	File management using File Manager	Thurs 11/10/22	11:00 AM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors Customers
Design Review Part 1	Upload documents to File Manager, perform the QA Check, and process the documents into the Design Review app.	Thurs 11/10/22	12:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Design Review Part 2	Review documents in the Design Review app, provide a review status, close out the design review set, and track design review comments.	Thurs 11/10/22	1:00 PM ET	45 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Reporting and Dashboards	Create a basic dashboard, customize a log view, and review reporting options.	Thurs 11/10/22	2:30 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors
Risk Register	Learn how to create a Risk Register, which can be used to identify project risk, score the risks, and identify mitigation and remediation plans. Discuss how to assign risk register action items to stakeholders.	Tue 11/29/22	11:00 AM ET	30 min	ODC and Leasing PMs OCD/OCA SMEs Facilities SMEs
Charter and PMP	Create a Project Charter and a Project Management Plan (PMP).	Tue 11/29/22	12:00 PM ET	60 min	ODC and Leasing PMs

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Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
PM Forecast	This session will show the Project Manager how the PM Forecast application can be used to forecast project costs.	Wed 11/30/22	11:00 AM ET	30 min	ODC PMs Leasing PMs
Baseline Obligations	This session will show the users how to use the Baseline Obligations application to track project baseline obligations.	Wed 11/30/22	12:00 PM ET	30 min	ODC PMs Leasing PMs
Client Project Agreement	This session walks the user through the steps to create and update a Client Project Agreement. This session is offered the last Wednesday of each month.	Wed 11/30/22	1:00 PM ET	60 min	Planning Managers
Sustainability	Demonstrate the process of capturing Sustainability information in Kahua and review the Sustainability Fact Sheet.	Thu 12/1/22	11:00 AM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Punch List	Create and complete punch list items.	Thu 12/1/22	12:00 PM ET	30 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors Customers